

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

HM&FW Dept. – PC&PNDT Act – Certain instructions and guidelines for effective and strengthening of implementation of the Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act 1994 & Rules 1996 in the State – Orders – Issued.

HEALTH MEDICAL & FAMILY WELFARE (D1) DEPARTMENT

G.O.Rt.No. 1420

Dated:06/12/2013

Read the following

1. G.O.Ms.No.86, HM&FW (D1) Dept., Dt:26/6/2013.
2. From the CH&FW, AP, Hyd. Lr.Rc.No.QR/PC&PNDT/2010, Dt:15/10/2013.

ORDER:-

In the letter 2nd read above, the Commissioner of Health & Family Welfare, AP, Hyderabad has informed that efforts made by the officials concerned to obtain information from districts pertaining to submission of the quarterly / monthly reports to the Government of India are not achieving results and requested the Government to issue instructions and guidelines for effective implementation of the Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act 1994 & Rules 1996 in the State.

2. Government after careful examination of the proposal of the Commissioner of Health & Family Welfare, A.P. Hyderabad have decided to issue certain instructions and guidelines to the Collectors & District Magistrates (The Chairperson / Chairman, District Level Multi-Member Appropriate Authority for PC&PNDT Act) and to all the District Medical & Health Officers (The Member-Secretary / Convener, District Level Multi-Member Appropriate Authority for PC&PNDT Act) for effective implementation of the PC&PNDT Act. The instructions and guidelines are appended to the G.O.

3. The Commissioner of Health & Family Welfare, AP, Hyderabad shall take necessary further action accordingly.

AJAY SAWHNEY
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner of Health & Family Welfare, AP, Hyderabad.

Copy to:

All the Collectors & District Magistrates in the State.
All the District Medical & Health Officers in the State.

// Forwarded by Order //

SECTION OFFICER

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ANNEXURE TO G.O.Rt. No. 1420 , HM&FW (D1) Dept., dt.06-12-2013

**CERTAIN GUIDELINES FOR PREPARATION OF QUARTERLY / MONTHLY REPORT AND
ADMINISTRATION, FINANCE MANAGEMENT AND USAGE OF FUNDS
FOR IMPLEMENTATION OF THE PC&PNDT AT DISTRICT AND SUB-DISTRICT LEVEL**

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The DM&HOs should go through the previous quarterly / monthly reports submitted to the State Appropriate Authority and the present report should be prepared correctly and all columns should be filled.

Any revised figures to be submitted to the Authority should be carried out and necessary updated information along with justification should be submitted to the Authority.

The Registration / Renewal should be made within specified time as per the provisions of the Act by the Authority. Other-wise it attracts the legal measures against the Authority.

All records pertaining to the financial implications, such as public awareness, campaigns other IEC activities, trainings, workshops, seminars etc., undertaken by the District Appropriate Authority. The related Vouchers, SOE, Utilization Certificate, Audit Report, Audit Certificate for the releases made by the State Appropriate Authority, NRHM and for the funds available at district level should be maintained by the District PC&PNDT Cell as well as by the related Sections in the office of the DM&HO i. e., NRHM, IEC Section.

All original signed copies and attested copies by the DM&HO concerned should be submitted to the State Appropriate Authority for accounting purpose and further releases if any in this regard.

- The mandatory record as per the PC&PNDT Rules 1996,
- The maintenance of records by the Genetic Counselling Centre - Form D,
 - The maintenance of the record by the Genetic Laboratory – Form E and
 - The maintenance of the record by the Genetic Clinic/Ultrasound Clinic/Imaging Centre – Form F

In addition to the above, the Appropriate Authority for PC&PNDT Act should maintain Form H mandatorily and the same should be submitted to the State Appropriate Authority along with every quarterly / monthly report.

The following registers have to be maintained by all the District Medical & Health Officers in State, who are the Member-Secretary / Convener of District Level Multi-Member Appropriate Authority for PC&PNDT.

(1) REGISTER FOR REGISTRATIONS

(1) Sl. No. (2) Date; (3) Name of the institute / clinic / hospital / individual (4) Address (5) Category Applied (6) Contract Person (7) Phone No. Cell & Land Line (8) e-mail; (9) Registration Fee Amount (10) D. D. No. & Date; (11) Issued Bank; (12) Date of Deposit in Bank (13) Date of Realization in Bank; (14) Registration Number Allotted and Date; (15) Category Allotted (16) Renewal Due Date (17) Renewal Date; (18) Fee Amount Received (19) D. D. No. & Date; (20) Date of Deposit in Bank; (21) Date of credit in Bank (22) Remarks (23) Signature

(2) REGISTER FOR GOVERNMENT FACILITIES REGISTERED UNDER THE ACT

(1) Sl No. (2) Date; (3) Name of the institute / clinic / hospital (4) Address (5) Category Applied (6) Contract Person (7) Phone No. Cell & Land Line (8) e-mail; (9) Registration Fee Amount (10) D. D. No. & Date; (11) Issued Bank; (12) Registration Number Allotted and Date; (13) Category Allotted (14) Renewal Due Date (15) Renewal Date; (16) Fee Amount Received (19) D. D. No. & Date; (20) Date of Realization in Bank (21) Remarks (22) Signature

(3) REGISTER FOR REJECTED APPLICATIONS

(1) Sl No. (2) Date; (3) Name of the institute / clinic / hospital (4) Address (5) Category Applied (6) Contract Person (7) Phone No. Cell & Land Line (8) e-mail; (9) Reasons for Rejections; (10) Defects rectified; (11) Remarks (12) Signature

(4) REGISTER FOR RENEWALS

(1) Sl. No. (2) Date; (3) Name of the institute / clinic / hospital / individual (4) Address (5) Category Applied (6) Contract Person (7) Phone No. Cell & Land Line (8) e-mail; (9) Registration Fee Amount (10) D. D. No. & Date; (11) Issued Bank; (12) Registration Number Allotted and Date; (13) Category Allotted (14) Renewal Due Date (15) Renewal Date; (16) Fee Amount Received (17) D. D. No. & Date; Issued Bank (18) Date of Deposit in Bank; (19) Date of Realization in Bank (20) Remarks (21) Signature

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(5) REGISTER FOR INSPECTION

(1) Sl. No. (2) Date; (3) Name of the institute / clinic / hospital / individual (4) Address (5) Category (6) Contract Person (7) Phone No. Cell & Land Line (8) e-mail; (9) Name of Inspected Person (10) Designation (11) Date of Inspection done (12) Remarks (13) Proposed action to be taken by Appropriate Authority; (14) Signature; (15) Remarks of Appropriate Authority; (16) Signature

(6) REGISTER FOR SUSPENSION OR CANCELLATION OF REGISTRATION

(1) Sl. No. (2) Date; (3) Name of the institute / clinic / hospital / individual (4) Address (5) Category (6) Contract Person (7) Phone No. Cell & Land Line (8) e-mail; (9) Name of Inspected Person (8) Designation (9) Date of Inspection done (10) Details of violations under Act & Rules for Suspension or Cancellation of Registration (11) Proposed action to be taken by Appropriate Authority; (12) Signature; (13) Remarks of the Appropriate Authority; (14) Signature

(7) REGISTER FOR PUBLIC AWARENESS

(1) Sl. No. (2) Public Awareness undertaken through (Print Media; Electronic Media; Hoarding; Other appropriate means etc.) (3) Date of public awareness undertaken (4) Number of Awareness Programmes they undertaken (5) Details of efforts made; (6) Details of output (7) Remarks and proposal of concerned Officer (8) Signature (9) Remarks and action taken report of Appropriate Authority (10) Signature

(8) REGISTER FOR MEMBERS OF DISTRICT AND SUB-DISTRICT APPROPRIATE AUTHORITY, ADVISORY COMMITTEE MEMBERS

(1) Sl. No. (2) List of District and Sub-District Appropriate Authorities (3) List of District and Sub-District Advisory Committee Members (4) Date and Quarter (5) No of lists published; (6) List published through (Print, Electronic, Hoarding, Notice Board, Other appropriate means; (7) Remarks of concerned (8) Signature (9) Remarks & Action Taken Report of Appropriate Authority (10) Signature

(9) REGISTER FOR SEARCH & SEIZURE

(1) Sl. No. (2) Date; (3) Name of the institute / clinic / hospital / individual (4) Address (5) Category (6) Contract Person (7) Phone No. Cell & Land Line (8) e-mail; (9) Names of team used for search & seizure and Designation (up-date) (10) Date of search & seizure done (11) Brief Report on search & seizure (12) Details of violations under Act & Rules (13) Proposed Action by the team to be taken by Appropriate Authority; (14) Signatures; (15) Remarks of the Appropriate Authority; (15) Signature

(10) REGISTER FOR SURVEY

(1) Sl No (2) Name of Authorized Person and Designation, (3) Date of Survey (4) No. of premises surveyed; (5) Name and addresses of Institute / Clinic / Hospital / Individual etc. (6) Phone Nos. Cell & Land Line (7) e-mail; (8) Whether it comes under PC&PNDT Act or not (9) Category (10) Remarks and proposal of the survey person for action to be taken by the Appropriate Authority (11) Signature (12) Remarks and action taken report by the Appropriate Authority; (13) Signature; (14) Remarks of District and Sub-District Advisory Committee

(11) REGISTER for COURT CASES - NO. OF CASES FILED:

(1) Sl. No. (2) Name of Institute / Clinic / Hospital / Individual etc, (3) Address; (4) Phone No. Cell and Land Line; (5) e-mail; (6) Nature and details of violation (7) whether case filed or not (8) CC No. (9) Date; (10) Whether Admitted or not; if not mention the reason - with specific reasons – whether the Show Cause Notice issued to the violator or not. If so, copy of the Show Cause Notice (11) Date of 1st hearing; (12) Remarks (13) Number of Adjournments (14) Date of adjournment – Present Status of the Case (15) Remarks (16) Signature

(12) REGISTER FOR COMPLAINTS - NO. OF COMPLAINTS RECEIVED

(1) Sl. No. (2) Nature of Complaint; (3) Complaint received through mean (print, electronic, oral, written, suo-moto etc) (4) Name of Institute / Clinic / Hospital / Individual etc, (5) Address; (6) Phone No. Cell and Land Line; (7) e-mail; (8) Nature and details of complaint – Details of the Enquiry. Whether the authorities inspected the premises or not – Details of the Enquiry Report, (9) whether case filed or not (10) whether Admitted or not; (11) CC No. (12) Date; (13) Date of 1st hearing; (14) Remarks of Appropriate Authority; (15) Signature

(13) REGISTER FOR INFORMATION OF SUPPLY OF U/S MACHINES / IMAGING MACHINES / EQUIPMENT ETC. FROM MANUFACTURERS; IMPORTERS; SUPPLIERS; DEALERS ETC.

(1) Sl. No. (2) Name of authorized person and designation; (3) Name of Institute / Clinic / Hospital / Individual etc, (5) Address; (6) Phone No. Cell and Land Line; (7) e-mail; (8) Make;

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Model; Sl. No. of U/S Machine / Imaging Machine / Equipment; (9) whether registered or Not (11) Registration No. & Date (12) Renewal Date Due (13) Renewal Date; (14) Information received from whether State Authority or from Manufacturers; Importers; Suppliers; Dealers etc, (15) Reference No. & Date; (16) Remarks and action taken report / to be taken report of Appropriate Authority (17) Signature

(14) REGISTER FOR NORMAL SEX RATIO & 0-6 CHILD SEX RATIO:

NAME OF THE DISTRICT:

TOTAL NUMBER OF PHCs:

TOTAL NUMBER OF SUB-CENTRES:

TOTAL NUMBER OF MANDALS:

(1) Sl. No. (2) Name of the Mandal, (3) Name of the PHC, (4) Name of the Sub-Centre, (5) Normal Sex Ratio, (6) 0-6 Child Sex Ratio, (7) Remarks / proposal if any.

(15) REGISTER FOR MTP AND ITS ANALYSIS:

Form – II

{Regulation 4 (5)}

{Medical Termination of Pregnancy Regulation 2003}

1. Name of the State / District
2. Name of the Hospital / approved place:
3. During of the pregnancy (give total No. only)
(a) Up to 12 weeks, (b) Between 12-20 weeks
4. Religion of woman (a) Hindu, (b) Muslim, (c) Christian, (d) others
5. Termination with acceptance of contraception
(a) Sterilization, (b) I. U. D.
6. Reasons for termination (give total number under each sub-head)
a) Danger to life of the pregnant woman
b) Grave injury to the physical health of the pregnant woman
c) Grave injury to the mental health of the pregnant woman
d) Pregnancy cause by rape.
e) Substantial risk that if the child was born, it would suffer from such physical or mental abnormalities to be seriously handicapped
f) Failure of any contraceptive device or method
7. Qualification and experience of the Medical Practitioner doing MTP and their Registration Number
8. Approval of Place Registered for MTP

Form – III

{See Regulation 5}

{Medical Termination of Pregnancy Regulation 2003}

ADMISSION REGISTER

(1) Sl. No., (2) Date of Admission, (3) Name of the Patient, (4) Wife / Daughter of, (5) Age, (6) Religion, (7) Address, (8) Duration of Pregnancy, (9) Reasons on which Pregnancy is terminated, (10) Date of termination of Pregnancy, (11) Date of Discharge of Patient, (12) Result and Remarks, (13) Name of the Registered Medical Practitioner (s) by whom the opinion is formed, (14) Name of the Registered Medical Practitioner (s) by whom the pregnancy is terminated.

Field level verification of DM&HO regarding MTP of Female Foeticide

THE ENCLOSURES FOR ALL COLUMNS OF THE QUARTERLY / MONTHLY REPORTS:

1) The updated cumulative total figure should be indicated against each column heading along with the registration figures held during the quarter, enclosed with the list of all registered premise available in the district during the quarter in the quarterly report

2) Similarly all categories also indicated and the figures should be tallied with the cumulative and during quarter total figures.

3) Related lists have to be enclosed for ready reference.

1) REGISTRATION OF NEW PREMISES UNDER THE ACT:

a) All categories such as (a) Genetic Counselling Centre, (b) Genetic Laboratories, (c) Genetic Clinics – including Mobile Medical Units / Mobile Genetic Clinics, (d) Ultra-Sound Clinics / Imaging Centre, (e) Jointly any combination of the above, such as (a) Genetic Counselling Centre, (b) Genetic Laboratories, (c) Genetic Clinics – including Mobile Medical

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Units / Mobile Genetic Clinics, (d) Ultra-Sound Clinics / Imaging Centre, (f) exclusively Mobile Clinics (Vehicle), (g) Other bodies like (i) IVF Centres, (ii) Infertility Cure Centres, (iii) Fertility Centres etc., using equipment / techniques capable of making sex selection before or after conception, should be registered.

b) All hospitals / units in Government and Private Sector including Corporate Sector should be registered including defence units. No hospitals / units affiliated to the judiciary institutions, Jails department, Research Centres, if any, exempted from the Registration under the Act.

c) All dispensaries, PHC, UPHC, Urban Health Centres, CHC, Area Hospitals, District Head Quarters Hospital, Teaching Institutions, Corporate Sector, Public undertakings etc.

d) The individual / hospitals who are dealing with Gyn. & Obs, (Pregnancy) matters should be covered under the Act. Depending upon services available in the hospital / unit, the category shall be decided. If the unit provide service only for patient counselling and referred to the laboratory, clinic, ultra-sound scanning machines and any other tests etc., shall be registered under Genetic Counselling Centres. Whereas, more than one service such as counselling, referral and treatment provided, in unit shall be registered under the category of jointly. All units which deals with pre-conception / pre-natal (Pregnancy, Maternity, MTP etc.)

e) The hospital / unit belonging to other disciplines such as AYUSH, Cardiology, Oncology, and Nephrology etc. should be covered under the Act. They have to submit the abstract of their activities (scanning / tests / techniques) and regarding PC&PNDT, they have to submit NIL report on monthly basis to the DM&HO concerned.

f) In respect of the AYUSH units and other units if any, the management / individual should be appoint the qualified Radiology / Sinology personnel for Ultra Scanning / Imaging's etc., as per the provisions of the Act and registered accordingly.

2) REGISTERED PREMISES UNDER GOVERNMENT INCLUDING CENTRAL GOVT / STATE GOVT./ ZILLA PARISHADS / LOCAL GOVERNMENT / MUNICIPALITIES)

a) All hospitals / units in Government and Private Sector including Corporate Sector should be registered including defence units. The hospitals / units affiliated to the judiciary institutions, jails, departments, research centres, if any, not exempted from the Registration under the Act.

b) All dispensaries, PHC, UPHC, Urban Health Centres, CHC, Area Hospitals, District Head Quarters Hospital, Teaching Institutions, Corporate Sector, Public undertakings etc.

3) NUMBER OF APPLICATIONS FOR REGISTRATION REJECTION:

A) Have to indicate the total figures (cumulative) and during the quarter against the heading.

B) Similarly all categories break-up figures should be tallied with the total figures indicated in the report.

C) The reasons for rejection should be intimated to the applicant within stipulated time as per the provisions of the Act and Rules.

D) Whenever the applicant submitted the relevant material / report duly finding out and rectified the lapse / defects pointed in the rejection letter, the Authority has to inspect again and has to satisfy regarding implementation of the provisions of the Act.

E) The matter has to be tabled in the District Advisory Committee and got approval for registration / renewal of the hospital / unit.

4) RENEWALS:

1) Have to indicate the total figure (Cumulative) and during quarter against the heading

2) The total figure should be tallied with the break-up for all categories both in during the quarter and cumulative

3) The specified administrative time as per the provisions of the Act for renewal should be followed by the Authority. Otherwise the renewal is deemed to be made by the Authority and it attracts the legal measures against the Authority.

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4) The details of spells renewals i. e. how many times the hospital / unit has been renewed and the dates should be indicated clearly considering the eligible renewal date, the date of application received from the registered premises, the date of notice issued by the Authority, this notice should be issued by the Authority well in advance before completion of the renewal period. Accordingly check list has to be maintained in the register concerned.

5) INSPECTIONS:

a) At least 3% of inspection has to be carried out by the Authority, out of the total registered premises available in every month. Accordingly the Quarterly / Monthly report has to be reflected along with relevant enclosures and action taken / to be taken report in the matter. The fine should not be imposed, the priority should be accorded to the legal measures should be taken since the act is being implemented from (Act 1994) and (Rules 1996).

b) The inspection report should be submitted to the Authority, hospital / unit-wise and category-wise i. e (a) Genetic Counselling Centre, (b) Genetic Laboratories, (c) Genetic Clinics – including Mobile Medical Units / Mobile Genetic Clinics, (d) Ultra-Sound Clinics / Imaging Centres, (e) Jointly any combination of the above, such as (a) Genetic Counselling Centre, (b) Genetic Laboratories, (c) Genetic Clinics – including Mobile Medical Units / Mobile Genetic Clinics, (d) Ultra-Sound Clinics / Imaging Centre, (f) exclusively Mobile Clinics (Vehicle), (g) Other bodies like (i) IVF Centres, (ii) Infertility Cure Centres, (iii) Fertility Centres etc., using equipment / techniques capable of making sex selection before or after conception.

c) The Authority should inspect and verify the patient O P and I P, referral slips, related forms, reports, case sheets, MTP report and analysis. The copy of the inspection report should be provided to the registered premises under proper acknowledgement. The proper registers and checklists has to be maintained by the Authority (with field reports randomly).

d) The team should be comprised with the District / Sub-District Appropriate Authority or authorized person not below the rank of Divisional Officer / Programmes Officers in the DM&HO office concerned (DM&HO / Additional DM&HO)

e) The subject in-charge or ministerial staff should not visited the premises independently and their services should be utilized only for secretarial assistance and general assistance. The medical expert, legal consultant should follow the team. The necessary arrangements for panchanama, filing the case, registration of FIR. The Code of the Conduct to the State and District Appropriate Authority, as directed by the GOI should be adopted while inspecting the premises.

f) The latest check-list for inspection circulated by the State Authority (14 Pages) through CH&FW, AP, Hyderabad, D. O. Letter, should be followed. “The earlier common check-list circulated by the CH&FW office which contains 4 pages stands cancelled”.

g) All material utilized for search & seizure, sealed, cancellation or suspension should be carried out by the Authority i. e. locks & key, packing material, ropes, lakha, seal block etc.

h) With reference amendment to Rule 11 and 12, carried out by the GOI recently, the fine imposed for release of the seized material i. e. 5 times of the actual registration fee stands deleted. Hence, the seized material should not be released. As per the directions of the Court only appropriate action should be taken in the matter. The prosecution measures should be undertaken.

i) The simple report along with remarks not sufficient. The findings of the gaps in the inspected premises should be indicated, the action taken / to be taken report should be enclosed. If necessary search & seizure procedure should be adopted as per the provisions of the Act.

j) The filing of the case should be initiated, instead of the warnings and finding the major or minor gaps, imposing fines etc. Basing on the track record of the registered premises only one or two weeks times may be accorded. Accordingly, the justification has to be submitted to the State Authority immediately. The same should be reflected in the Quarterly / Monthly reports.

k) If the charges framed against the violators in the eligible Court as per the provisions of the Act, the same should be informed to the AP State Medical Council, Hyderabad under intimation to the State Authority for further action in the matter. Similarly immediately after conviction awarded to the accused, the same should also be communicated to the AP Medical Council, Hyderabad under intimation to the State Authority for further action as per the provisions of the Act

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6) **SUSPENSIONS OR CANCELLATION:**

- i) The indicated figure for suspension or cancellation of the registered premises should be supported by the relevant report, action taken report / to be taken report.
- ii) If the suspension or cancellation made by the Authority in the reasons for such suspension or cancellation should be indicated in writing duly issuing Show-Cause Notice to the effected. Opportunity should be given to the effected hospital / unit. The matter should be placed before the Advisory Committee. Committee should approve.
- iii) If the suspension or cancellation made by the Authority in the Public Interest or criminal activities or anti-social activities undertaken by the registered premises, the Authority need to issue notice for that effect. The legal measures should be initiated and the Court has to be decided the fact in the matter. The reasons should be indicated in the notice or order.
- iv) The follow up action / vigil should be undertaken on where about of the hospital / units which are suspended / cancelled by the Authority after close down of the hospital / unit. i. e. (1) intimation letter, (2) Returning of Form H, (3)Tracking up of the USG Machine in case of the closed down of the hospital / unit (4) to follow for unauthorized running.
- v) The date-wise report should be submitted to the State Authority.
- vi) The report should be reflected in the Quarterly / Monthly report, which should be submitted to the State Authority.

7) **PUBLIC AWARENESS:**

- a) The categorised figures { (a) Print - Advt, adverse reports, articles (b) Electronic Media – Web-site, e-mail, complaints / grievances, adverse reports, (c) Hoardings and (d) other appropriate means – (1) Notice Board, (2) Public Awareness Campaigns, Group Discussions, Debates, Seminars, Essay Writings, Cultural Programme (CD/DVDs), Videos etc.), health camps, (3) Cultural activities such as street plays, kalajathas, harikatha, burra katha, mono-action etc.,(4) any other special activities such as hand bills, pamphlets, posters, brochures, booklets, modules, short films etc., relating to the Act of the both during current quarter and cumulative from the inception of the Act in the State has to be indicated. The related enclosures to the said items and sample CD/DVD, posters, handbills, pamphlets, hoarding photos along with address etc., should be enclosed for records. The figures indicated category-wise should be tallied with the cumulative figures in the report along with all relevant enclosures.

8) **DATES AND MINUTES OF THE DISTRICT AND SUB-DISTRICT MULTI-MEMBER APPROPRIATE AUTHORITY AND ADVISORY COMMITTEES:**

- A) The number of meetings convened so far, the dates and minutes of the District and Sub-District Appropriate Authorities and the Advisory Committees should be indicated since the inception of the Act in the State / District.
- B) They should to be indicated separately i. e. District and Sub-District (a) Multi-Member Appropriate Authorities (once in a month) and (b) the Advisory Committees meetings (once in two months).
- C) The stipulated period as indicated in the provisions of the Act and the Government Orders should be followed by the Authority. They have to be convened even on the basis of the emergency and local needs in the matter or whenever necessary.
- D) All minutes have to be preserved in the form of book / register since inception of the Act in the State and District and the same should be submitted to the State Appropriate Authority during quarterly / monthly reports.

9) **PUBLICAITON OF LIST OF DISTRICT AND SUB-DISTRICT MULTI-MEMBER APPROPRIATE AUTHORITIES AND DIST AND SUB-DISTRICT ADVISORY COMMITTEES:**

- 1) The name-based list should be published in print and transmit in electronic media, hoardings, any other appropriate means etc., once in three months. If any changes occurred in this regard should be updated and kept for public access in both print and electronic media.
- 2) The public have right to know the authorized person to whom they have to approach in respect of any violations / grievances / complaints found regarding implementation of the Act in the district and registered premises.

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3) The publication should be maintained in the notice board, web-site, and specific district e-mail address for PC&PNDT.

4) The district E-mail has to be maintained for Ex: pcpndtdaa.(name of the district)@gmail.com – EX: pcpndtdaa.mahabubnagar@gmail.com). All District Appropriate Authorities may be adopted uniform e-mail address in the State. The same should be reflected in the District Profile / District Implementation Report during every quarterly / monthly basis.

5) The updated list should be published whenever necessary in both print and electronic media and to be submitted to the State Appropriate Authority.

10) SEARCH & SEIZURE

a) The figures of both during the current and cumulative figures have to be posted and it is not enough.

b) Find out violations and details of violations should be indicated (hospital / unit-wise)

c) The action taken report / to be taken report and updates should also be submitted to the State Authority

d) The relevant material for seizure should be carried by the Authority and appropriate steps should take.

e) There is no imposing of fines and penalties except legal measures. The Court has to be direct accordingly.

11) SURVEY:

A) TOWARDS FRESH REGISTRATION AND RENEWALS:

a) All hospitals / units in Government and Private Sector including Corporate Sector should be registered including defence units. No hospitals / units afflied to the judiciary institutions, Jails department, Research Centres, if any, exempted from the Registration under the Act.

b) All dispensaries, PHC, UPHC, Urban Health Centres, CHC, Area Hospitals, District Head Quarters Hospital, Teaching Institutions, Corporate Sector, Public undertakings etc.

c) The individual / hospitals who are dealing with Gyn. & Obs. (Pregnancy) matters should be covered under the Act. Depending upon services available in the hospital / unit, the category shall be decided. If the unit provide service only for patient counselling and referred to the laboratory, clinic, ultra-sound scanning machines and any other tests shall be registered under Genetic Counselling Centres. Whereas, more than one service such as counselling, referral and treatment provided, in unit shall be registered under the category of jointly. All units which deals with pre-conception (Pregnancy, Maternity, MTP etc.)

d) The hospital / unit belonging to other disciplines such as AYUSH, Cardiology, Oncology, and Nephrology etc. should be covered under the Act. They have to submit the abstract of their activities (scanning / tests / techniques) and regarding PC&PNDT, they have to submit NIL report on monthly basis to the DM&HO concerned.

e) In respect of the AYUSH units and other units if any, the management / individual should be appoint the qualified Radiology / Sinology personnel for Ultra Scanning / Imaging's etc., as per the provisions of the Act and registered accordingly

f) The survey should also to be undertaken for re-categorization of registered premises

12) DETAILS OF COURT CASES FILLED BY THE APPROPRIATE COURTS IN THE DISTRICT:

a) The court cases have to be filed on the following:

(1) Non-Registration, (2) Non-Maintenance of Records, (3) Communication of sex of the foetus, (4) Advertisement about facilities available for Pre-Conception / Pre-Natal Sex Selection),

b) The report should be in the following format

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DETAILS OF COURT CASES FILED, PENDING, HEARINGS & DISPOSAL OF CASES
UNDER PRE-CONCEPTION & PRE-NATAL DIAGNOSTIC TECHNIQUES
(PROHIBITION OF SEX SELECTION) ACT 1994 & RULES 1996
(FOR THE QUARTER ENDED AS ON.....)
(FOR THE MONTH OF)

.....

The report should be enclosed with all related material - record

1	Number of inspections, search & seizure, decoy operations and suo-moto (indicate separately) Number of Show Cause Notice issued	
2	Number of inspections, search & seizure, decoy operations and suo-moto filed as court case (indicate separately)	
3	Number of complaints received: oral, written, 104 call centers and print & electronic media (indicate separately)	
4	Number of complaints filed in the court cases oral, written, 104 call centers and print & electronic media (indicate separately):	
5	Total number of cases filed in the district:	
6	Number of court cases disposed off with awarding convictions (indicate separately):	
7	Number of court cases disposed off by dismissal of the case (indicate separately):	
8	Number of pending court cases:	

DISTRICT NAME:

Sl No	Details of hospital / unit accused & complete address	Registration Number & Date / Number of Renewals & Dates	Category	Details of nature of violations found	S. R. No / C. C. No & Filing Date
1	2	3	4	5	6
Case filed in the court & address		Whether case is admitted or Rejected	Date of 1 st hearing & output	Date of 2 nd hearing & output	Date of 3 rd hearing & output
7		8	9	10	11

Date of final hearing & out put	Brief details of court orders	<u>MEASURES TAKEN</u> Whether filed review petition / appeal petition in the higher court on the present orders or implemented the present orders	Remarks / Proposals
12	13	14	15

Present Status of the Case.

EXPECTED DATE OF DISPOSAL OF THE EACH COURT CASE AND MEASURES TAKEN FOR EACH CASE (INDICATE SEPARATELY FOR EACH COURT CASE):

- 1)
- 2)
- 3)
- 4)

NOTE: ALL RELEVANT ENCLOSURES SHOULD BE ENCLOSED WITH THIS INFORMATION AND THE SAME SHOULD BE REFLECTED IN QUARTERLY REPORT AND MONTHLY REPORTS WHICH IS TO BE SUBMITTED TO THE STATE AUTHORITY BY THE MEMBER SECRETARY / CONVENER, DISTRICT LEVEL APPROPRIATE AUTHORITY FOR PC&PNDT

Signature of Prog Officer	Signature of Legal Consultant	DM&HO (Member-Secretary/Convener, District Level Multi-Member Appropriate Authority)	Collector & District Magistrate, (Chairperson/Chairman, District Level Multi-Member Appropriate Authority)

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13 & 15) DETAILS OF THE COMPLAINTS RECEIVED BY THE DISTRICT APPROPRIATE AUTHORITY AND THE NUMBER OF COMPLAINTS FILED BY THE DISTRICT APPROPRIATE AUTHORITY WITH IN THE JURISDICTION OF THE APPROPRIATE COURT:

- A) The posting of number of complaints received by the District Appropriate Authority is not enough.
- B) The category-wise complaints to be indicated separately. The number, nature of complaint, mode of receipt (through suo-moto, 104 Call Centre, Right to Information Act, phone, email, net, press, electronic media, message, notice board, hoarding, wall painting etc.) should be indicated in the quarterly / monthly report.
- C) The action taken report or action to be taken report should be attached to the report submitted to the State Appropriate Authority.
- D) The number of complaints, inspections, search & seizure and other means, which have covered as legal issue and appropriate action taken to file the same in the appropriate Court should also be indicated.
- E) The date-wise compliance report along with conclusion / proposals if any to the higher authority should be indicated category-wise.

14) NUMBER AND NATURE OF THE AWARENESS CAMPAIGNS CONDUCTED:

- 1) The number and nature of the awareness campaigns conducted by the District Appropriate Authority followed by the detailed report, Vouchers, SOE, Utilization Certificate, Audit Certificate for each category-wise, activity-wise undertaken at district and sub-district level.
- 2) All records pertaining to the financial implications, such as public awareness, campaigns other IEC activities, trainings, workshops, seminars etc., undertaken by the District Appropriate Authority. The related Vouchers, SOE, Utilization Certificate, Audit Report, Audit Certificate for the releases made by the State Appropriate Authority, NRHM and for the funds available at district level should be maintained by the District PC&PNDT Cell as well as by the related sections in the office of the DM&HO i. e., NRHM, IEC Section.
- 3) All original signed copies and attested copies by the DM&HO concerned should be submitted to the State Appropriate Authority for accounting purpose and further releases if any in this regard.

16 & 17) ACTION TAKEN ON INFORMATION / REPORT FROM THE MANUFACTURER/IMPORTER/DEALER OR SUPPLIERS ETC. OF ULTRA SOUND SCANNING MACHINES / EQUIPMENT AND THEIR QUARTERLY SALES LIST

- A) The re-transmitted information of manufacturer/importer/dealer or suppliers etc. of ultra sound scanning machines / equipment and their quarterly sales list by the State Appropriate Authority to the District Appropriate Authority should be verified at field level and feed back the same to the State Appropriate Authority on category-wise i. e. manufacturer/importer/dealer or suppliers etc.
- B) The information contains the manufacturer details, brand of the machine, make, model number, machine serial number, the reasons for procurement of such machine i. e. whether for additional machines / equipment for the existing machine / equipment or new purchases
- C) With reference to the Rule 13 whether the registered premises have intimated regarding the changes occurred in management, staff, machinery/equipment etc.
- D) The updated list should be submitted to the State Appropriate Authority by the District Appropriate Authority, immediately after completion of such change / updating of the information.
- E) The registered premises under the Act and the hospitals / units belongs to other disciplines such as AYUSH, Cardiology, Oncology, Nephrology etc., should also be covered under the Act.
- F) The action taken report / to be taken report in respect of legal procedure undertaken in the matter should also be submitted to the State Appropriate Authority.

P.T.O.

INFORMATION REGARDING
ADMINISTRATION, FINANCE MANAGEMENT & USAGE OF FUNDS
AVAILABLE WITH THE DISTRICT APPROPRIATE AUTHORITY TO BE SUBMITTED TO
THE STATE AUTHORITY ALONG WITH EVERY QUARTERLY REPORT

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In addition to above, the following information should be enclosed to the each quarterly report to be submitted by the District Appropriate Authority for PC&PNDT Act to the State Authority

1) ADMINISTRATION:

A) The name based list of District and Sub-District Level Multi-Member Appropriate Authority

B) The name based list of District and Sub-District Level Advisory Committee

C) Details of supporting officers, supporting staff who are involved in the implementation of the Act i. e. Name; Designation; Length of Service; Date of joining in PC&PNDT subject and period; Telephone No; E-mail, whether undergone for any training under PC&PNDT Act since inception of the Act in the District; the dates and details; remarks on performance

2) FIANANCE MANAGEMENT & USAGE OF FUNDS:

1) Details of Revenue (Income) and Expenditure during Quarter

(1) OPENING BALANCE AS ON BEGINNING OF QUARTER (TOTAL BALANCE AVAILABLE AS ON DATE)

(+) Revenue through Registration Fee:

(With reference to the latest amendment carried out by the Government of India on 05.06.2012, with effect from 05.06.2012

a) for the Genetic Counselling Centre, Genetic Laboratory, Genetic Clinic, Ultrasound Clinic or Imaging Centres alone is Rs.. 25,000/- (Rupees Twenty Five thousand only)

b) for an institute, hospital, nursing home, or any place providing jointly the services of Genetic Counselling Centre, Genetic Laboratory, Genetic Clinic, Ultrasound Clinic or Imaging Centres or any other combination thereof is Rs. 35,000/- (Rupees Thirty Five thousand Only)

(+) Revenue through Renewals Fee: (with effect from 05.06.2013)

a) for the Genetic Counselling Centre, Genetic Laboratory, Genetic Clinic, Ultrasound Clinic or Imaging Centres alone half of the actual registration fee i. e. Rs.12,500/- (Rupees Twelve thousand and Five hundred only). The actual registration fee is Rs.25,000/- (Rupees Twenty Five thousand only)

b) for an institute, hospital, nursing home, or any place providing jointly the services of Genetic Counselling Centre, Genetic Laboratory, Genetic Clinic, Ultrasound Clinic or Imaging Centres or any other combination thereof is half of the actual registration fee of Rs.17,500/- (Rupees Seventeen thousand and Five hundred only). The actual registration fee is Rs.35,000/- (Rupees Thirty Five thousand only)

(+) Revenue through Penalties / fines and other means

(+) Revenue received from State Authority, NRHM, GOI and other related departments, if any

(+) Revenue received from the Government of India directly if any etc.

(2) DETAILS OF EXPENDITURE DURING QUARTER (AS ON DATE):

a) (-) Meeting Expenses – awareness campaigns / workshops / trainings; advisory committee meeting, other meetings, press meets, media coverage, IEC Activities; administrative expenses; purchases of stationery and other items relating to implementation of the Act

b) (-) 50 % of amount to be remitted to the State Appropriate Authority for PC&PNDT Act, O/o CH&FW, AP, Hyderabad out of total balance available with DAA as on date

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(3) CLOSING BALANCE AS ON QUARTER ENDING (AS ON DATE)

Details of the amount already remitted / to be remitted to the State Authority since 2004 onwards; DM&HO Rc. No. & Date DD / Cheque No. & Date; Issue Bank; Amount;

(3) USAGE OF FUNDS:

1) To conduct, District and Sub-District Advisory Committee Meetings; and their related expenditure such as preparation of information, material, any other as approved by the District Advisory Committee

2) Public Awareness Campaigns Meetings expenses i. e. preparation and printing of booklets, pamphlets, brochures, usage of public addressing system, exhibition of slides, clippings, cultural activities, depending upon the nature of expenditure; booking of venue if necessary, refreshments as approved by the District Advisory Committee. If the expenditure is high and beyond limit, the administrative sanction or proposal to release of such amount by the State Appropriate Authority is most essential..

3) The administrative expenditure for implementation of the Act and Rules in the District only may be preferred to meet unless sufficient funds available under PC&PNDT Act.

4) Any other requirements the District Advisory Committee may be guided and sanctioned depending upon the local needs.

“No diversification of funds / tapping of fund from PC&PNDT funds should not be allowed. If any already committed earlier, the same should be regularised / reimbursed immediately.

While making any expenditure it is noticed that the generation of funds in the subject is very limited, that is through registration and renewal fee only.

The generation of such funds will be once in 5 years only. The amount should be adjusted till 5 years. unless additional generation of funds undertaken through imposing of fines; penalties etc., duly making effective survey, inspection; search & seizure and closure down the institute etc., no other sources are available to generate funds.

Hence, when any expenditure is proposed the said points may be considered and optimum rationalization and essentiality may be kept in view”.

**AJAY SAWHNEY
PRINCIPAL SECRETARY TO GOVERNMENT**